



# Foreign Affairs Manual

## 3 FAM – Personnel

**Change Transmittal:** PER-609

**Date:** May 21, 2009

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## 3 FAM 3720 REST AND RECUPERATION (R&R) TRAVEL

### Changes

1. **3 FAM 3720, Rest and Recuperation (R&R) Travel**, is revised. Besides changes not stated below, the revised subchapter:
  - Incorporates legislative changes that include the addition of U.S. territories to locations in the United States for R&R travel
  - Codifies information on transit time and the change to the requirement for spending time in the United States when selecting optional travel to the United States or its territories, both previously announced in an ALDAC
  - Clarifies R&R travel for employees on extended TDY, repayment of R&R, and stopovers
  - Updates the lists of regional area R&R posts and their designated relief points
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Changes appear in *italic* and **dark magenta**. Italic and dark magenta provide an historical record of changes. New or substantially revised subchapters will not appear in italic and dark magenta.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 3 FAM 3720 (CT:PER-587, 07-21-2006; 10 pages) and replace it with revised subchapter 3 FAM 3720 (12 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:PER-609, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(HR/ER/EP)**